ADVISORY GROUP ATTENDEES:

Margo Burnette (Vice Chair)   Michael McCarty
Richard Aldridge   William Morrow
Judi Wood   Lewis Powell
Chuck Bristow   Patricia Wallace
David Houle   Paul Thorn (Alt. For B.McGrory)
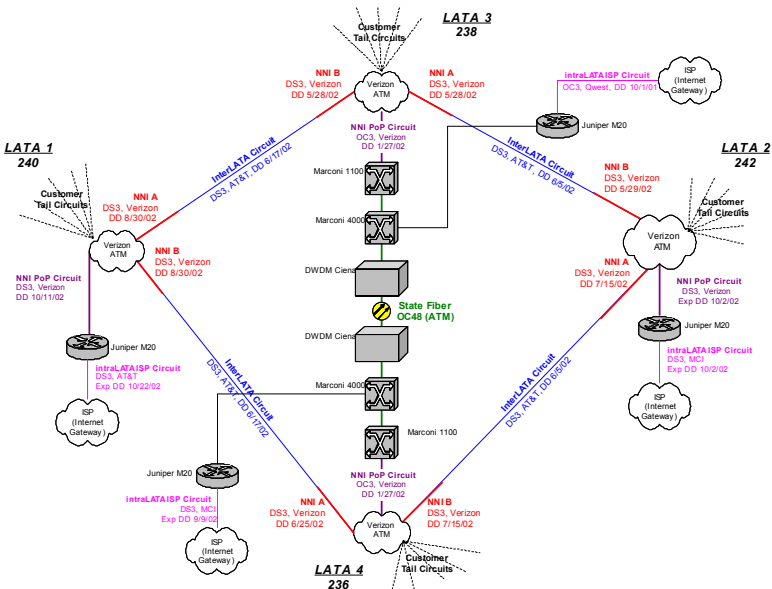
DBM STAFF ATTENDEES:

                                                                               OTHER GOVERNMENT ATTENDEES:

Bill Dye
Jodey McGhee   Mike Walsh
Mary Ann Slack   Stuart Ragland
Jason Ross
Joe Scher

Reported By:	Presentation Topics	Comments and Actions	Completion
M.Burnette	**Call To Order** – The Meeting was called to order at 10:07 am. **Introductions** – ▪ David Houle – Alt for Renee Winsky ▪ Jason Ross – New nwMd Engineering working for Bill Dye		

Members	**Approval of September Minutes –** The Members approved the minutes from the September meeting after a forum was present.
	
	Definitions
	Team = DBM's networkMaryland Project Management Team
	Members = Advisory Group Members
	
	networkMaryland Project Team – Org Chart
	✦ Tom Lee – Acting State CIO
	  ✦ Suzanne Krupa – DBM CIO
	    ✦ Margo Burnette – Program Manager
	      ✦ Mary Ann Slack – Deputy Program Manager
	      ✦ Jodey McGhee – Deputy Project Manager
	      ✦ Joe Scher – Project Controller
	    ✦ Bill Dye – Director of Networks
	      ✦ Jason Ross – Project Engineer
		▪ Post approved September minutes to public web site.
		
		▪ Pat to define "voting forum" in the Charter.
			✓

M.Burnette	**Phase I** –
	▪ On schedule for October 30 launch
	▪ Initial customers at launch
	  o State Agencies -- Comptroller, Governor's Office, Office of Public Defender, Dept of Agriculture, Dept of Rehabilitation Services, DBM, MSDE
	  o Charles County -- INET connects State & County Agencies and aggregates traffic into nwMd www.charlescounty.org
	  o Allconet -- connects County Agencies and aggregates traffic into nwMd www.allconet.org
	▪ 24x7x365 Managed Services (utilization reports)
	Past Month Team Activities –
	▪ Phase I Equipment received; will be installed after Sustaining Engineering task order executed
	▪ All Circuits Installed
	▪ FY 04 Capital Budget Presented
	▪ Task Orders developed for Managed Services and Sustaining Engineering
	▪ Audit of Phase 0 continuing
	
	Upcoming Activities –
		▪ Margo to distribute update on FCC / Legal Definition to members as soon as receive information from our legal counsel.
		
		▪ Review with CSC on Thursday (Oct 17th).
			✓

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	• RFP for Managed Services 　○ Target release date 10/17/02 (announced in Contract Weekly); award date 2/14/03 　○ Will be specific for nwMd • Capital Budget Submittal (Capital budget includes equipment, connectivity, and running of fiber.) **Getting Connected –** • Customer Contract Agreement Being Developed 　○ Incorporates JCR Section 49 Process 　○ Technical Requirements 　○ Acceptable Use Policy 　○ SLA 　○ Change Control Process **County Aggregation** – • Can be done without capital funds, but will require general or reimbursable funds • Some Counties have Multi Service Centers • Will work with other counties	• According to Will Morrow the fiber build-out as expressed in the capital budget request is not aligned with MSDE's assessment of the priority of needs by county based on school Internet connectivity data. • According Mike McCarty with the concurrence of the members, in order to determine the most needy areas to build-out networkMaryland, a methodology needs to be defined for the selection process. • Decide who orders local loop circuit – DBM or Customer? • Mike McCarty requests that equity be enforced when funding major county or regional aggregation points. For example, if Southern Maryland pays for their	✓ Customer Orders local loop circuit. DBM to provide guidelines.

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	Pricing –
	▪ For FY03 and FY04, State Agencies should continue to budget current amount
	▪ nwMd team and Telecommunications Staff working together to identify pricing
	
	Strategic Plan –
	▪ Background information including State Code and FCC
	▪ Input data includes raw requirements from Advisory Group, minutes from State strategic session, and input from nwMd Advisory Group planning session
	▪ Schedule
	   o State Agency Planning Session 9/24/02
	   o Advisory Group Planning Session 10/4/02
	   o Rough Draft of Plan 10/31/02
	   o Rough Draft to Advisory Group 11/5/02
	   o Comments from Advisory Group 11/12/02
	   o Strategic Plan 11/15/02 *
	* May have modifications after statewide inventory complete in December 2002. Statewide inventory is required under Section 49. Ron Forsythe is assigned to the task.
		aggregation point and also pays for the circuit to nwMd and for the ongoing management and maintenance of the point, then we need to ensure that the demarcation point for management remains the same and that each county is held whole in terms of their overall shared cost for maintenance and management of the overall network.
		
		▪ Schedule Strategic Planning Sessions quarterly.	

P.Wallace	**By-Laws / Policy Committee** –
	▪ Acceptable Use Policy – Discussion of Second Draft
	▪ New Business
	   o Ron Forsythe
	   o Bob McGrory
	   o Pat Wallace
	   o Richard Rose
		▪ Post AUP on private web site.
		▪ Define in the Charter "membership and adding members" -- this will also be an Agenda item at November's meeting.
		▪ Advisory Group Members to forward "new member" recommendations to Pat.
		   o Judi Wood suggests adding 'Maryland Commission on Public Safety Critical Infrastructure' and the Security Council (she's not sure if this is the right name).
		▪ Define in the Charter the "formalized criteria for decision making" -- this is a result of the discussion on the Capital Budget and identifying the counties that will be built out.
			✓

M.Burnette	**Communications Committee** –
	▪ Developing Frequently Asked Questions
	▪ Recent Events
	   o October 3 – ITB
	   o October 9 – LGIS		

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	- Upcoming Events - October 16 – ITAC - October 30 – Kick-off Event (discussion continues) - November 14-15 – Forum for Rural Maryland Rural Summit - December 4-5 – Maryland Technology Showcase - Next Meeting: October 21st to finalize Kick-off Event		
B.Dye	**Engineering Committee** – - Circuits Installed (all but Easton ISP) - Routers will be installed after sustaining engineering task order signed - Engineering Committee Voted to Present Both Proposals to Advisory Group - Regular Monthly Meetings 2nd Tuesday of each month - Defined agenda with discussion and votes - Discussion of Revamping Engineering Committee		
Public Comments	**Other Business**		
MA.Slack	**FiberGate** – - FiberGate, Inc. is proposing to provide and physically maintain 6 pairs of their dark fiber-optic cable running from Shady Grove Road and I-270 to Building 224 at the University of Maryland College Park for a total of 290 fiber miles. They will build a fiber lateral to connect Fibergate's fiber with the State's Level 3 fiber at Shady Grove and I-270. - In exchange, FiberGate wants to use 4 pairs of the State's (networkMaryland's) dark fiber-optic cable from Rt. 202 at I-295 to the Maryland Technology Center at Rt. 50 and Rt. 301, plus 2 pairs of the State's (networkMaryland's) dark fiber-optic cable from Shady Grove Road at I-270 to I-70 and Rt. 40 for a total of 200 fiber miles. FiberGate will build a fiber lateral from Rt. 50 at Rt. 301 to the Maryland Technology Center. - In addition, FiberGate has proposed to install 96 strand fiber-optic cable from Rt. 202 at I-295 into the University of Maryland conduit system, approximately 6 standard miles, for FiberGate's and the State's use, in exchange for approximately 13.5 standard miles of State-owned inventory of warehoused fiber-optic cable.	- Mary Ann to distribute FiberGate Map to the Engineering Committee members detailing total fiber resources. - Chuck to provide DBM with a copy of fiber maps. - FiberGate provides fiber for a redundant path around a portion of the UMCP-Baltimore segment of networkMaryland. - Total Level3 fibers = 20 state + 12 private + 16 MDOT. - Approximate net gain for the State is 38k/year not including benefit to networkMaryland	✓ MDOT/CSC provided DBM with network fiber maps

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	- The FiberGate-provided fiber will allow a partial "ring" (alternate path) in the Washington, DC area to be established for networkMaryland, improving redundancy of the fiber backbone. - The FiberGate-provided fiber in conjunction with their proposed fiber installation into the University of Maryland campus would provide a much shorter path (approximately 18.5 miles) to the State-owned fiber running north on I-270 and into Western Maryland. - Will reduce equipment costs to amplify signals. - Removes the necessity for passing data through Northern Virginia when the fiber is provisioned to transport traffic. - FiberGate will test the State-owned fiber on the portions that it proposes to share, thus removing the cost to networkMaryland of doing so. - Although not a direct benefit to the State, the MAX (Mid-Atlantic Crossroads) Internet-2 research network at University of Maryland acquires another path for high-speed traffic to intersect their network, important to them as a regional hub.		
Members	**Nonstandard Connection Proposals** – - Process Review - Proposal received in prescribed format by nwMD team - nwMd team forward proposals to advisory group - Minimum of 1 week prior to next meeting - Engineering Committee review and provide assessment of technical impact on nwMd - Proposal presented and reviewed at Advisory Group meeting - Proposing entity - Engineering committee - Project Manager - Advisory Group vote on recommendation **SAILOR** – **Proposal #1** - The Engineering Committee recommends approval of the Sailor Proposal with the addition that Sailor works closely with DBM, MDOT, and Sailor to maximize service and minimize cost. - Motion Passed 5 to 1 with 4 abstaining - For: Walter, Dick, Mike, Chuck, Jeff - Against: Bill Dye - Abstaining: Chris, Mark, Norwin, Richard	- Additional Step: - Advisory Group members to forward concerns to Engineering Committee. - Secret Ballot – passed. - Engineering Committee and MDOT to work out "right-of-way" issues. - According to Bill Dye there is Insufficient information in the proposal's architectural direction. - Stuart to resubmit SAILOR proposal to the Engineering Committee.	

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	o Comments
	       - Must adhere to DBM & MDOT's standards and specs
	       - Concern about developing two separate networks
	■ **Proposal #2**
	    o The Engineering Committee recommends that the Sailor proposal be resubmitted with the flavor of partnerships to minimize cost and Maximize service so all entities can take advantage of the fiber builds.
	    o Motion failed; 2 yes, 3 no, 4 abstaining
	       - Yes: Richard, Jeff
	       - No: Walter, Dick, Mike
	       - Abstaining: Chris, Mark, Norwin, Chuck
	       - Bill had left for another meeting
	■ **PM Input**
	    o Would like to work together – SAILOR, MDOT & DBM
	    o Cannot support proposal as written, with separate network
	    o Questions?
	    o
	No vote was held on the proposal as Stuart Ragland withdrew the proposal from the table.
	
	• **Baltimore Education PoP**
	    o Motion presented to Advisory Group was as follows:
	    o Assuming an extra lambda exists and assuming UMATs can provide back-up via access to a shared OC-3 from 6 St. Paul to UMCP, the Engineering Committee recommends approval of the Baltimore PoP Proposal. Lacking the availability of a lambda between 6 St. Paul and UMCP, UMATs requests provisioning of an OC-12 in place of the lambda requested in the proposal. The Engineering Committee recommends this to for approval.
	    o
	    o Comments
	       - Would entail additional cards in equipment
	       - Concern about giving at no charge OC-x to any entity
	No vote was taken as Mike McCarty withdrew the proposal as written
		■ Jason Ross to check on card cost.
		■ Mike McCarty to resubmit with more technical details.	

	General Comments	Next Advisory Group Meeting in Columbia.	

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	Adjournment- The meeting adjourned at 2:26 PM		

Minutes Recorded by:
Jodey McGhee